To: Chicago, Corporate, Singapore
Cc:
Subject: New Procedure for Time and Expense Reporting

How to Carry Out the New Time and Expense Reporting Process

Background

The Time Billing mailbox has been replaced with a new Lotus Notes database. Starting on August 18th, timesheet and expense reports must be submitted to the Time and Expense Reporting Database.

The Time and Expense Reporting Database will
- reduce processing errors
- provide you with a receipt when finance has received your timesheets, expense reports, and related receipts
- provide a date when expenses will be reimbursed
- provide you with a location for all timesheet and expense report submissions

Timesheet Procedure

To submit your timesheet:

Step	Action
1	Click this doclink to add the new database to your Lotus Notes Workspace:
2	Navigate to your Lotus Notes Workspace; double click the “Time and Expense on Lante Notes” icon.
3	When the Time and Expense Database page appears, click the “Submit Timesheet” button. When the Timesheet Form appears, click the “Get Template” button.
4	Double click the “Time0800.xls” icon. When the “Properties for” box appears, click the “Launch” button.
5	Fill out your timesheet in the usual manner, save your work, and close Excel.
6	Close the “Properties for” box, and click the “Close” button.
7	Fill in the empty fields in the Timesheet Form. Make sure to attach your timesheet .xls file to the appropriate field.
8	When the “Do you want to save this document” box appears, click the “Close” button, and click the “Save” button.

Note: Your name will not be added to the Time and Expense Database until you submit your first timesheet according to the new process.

Expense Procedure

To submit your expense report:

Step	Action
1	Navigate to your Lotus Notes Workspace. Double click the “Time and Expense on Lante Notes” icon.
2	When the Time and Expense Database page appears, click the “Submit Expense Report” button. When the Expense Report Form appears, click the “Get Template” button.
3	Double click the “Expense FormV207.xls” icon. When “Properties for” box appears, click the “Launch” button.
4	Fill out your expense report in the usual manner, save your work, and close Excel.
5	Close the “Properties for” box, and click the “Close” button.
6	Fill in the empty fields in the Expense Report Form. Make sure to attach your expense report .xls file to the appropriate field.
7	When the “Do you want to save this document” box appears, click the “Close” button, and click the “Save” button.
8	Submit your receipts. Use the table below to determine the best way to do this.

If…	Then…
You have access to a scanner and Adobe Acrobat	Send your scanned receipts in a PDF file attached to your expense report
You do not have access to a scanner and Adobe Acrobat but have access to a fax machine	Fax your receipts with a copy of your expense report as the cover sheet to 312-696-0546
You do not have access to a scanner or a fax machine	Submit hard copies of your receipts via overnight mail addressed to your Payroll and Benefits Representative

Note:

- You will not be paid for expenses until you have sent in your receipts.
- If you fax your receipts along with a copy of your expense report, you must also submit your expense report electronically.
- You do not have to send in receipts for expenses under $25.00.
- Payments for expenses are made each Friday, but in order to be paid, your expense report and receipts must be received by noon CST on the previous Friday.

For more information

Use these resources to get answers about this new process:

For information about…	Go to…
Using the Time and Expense Database	The Help files that can be accessed from the first page of the Time and Expense Database (look in the blue navigation section on the left)
Using Lotus Notes or resolving connectivity problems	IS Help Desk at 312-696-5110
Procedural issues	Carl Domingo at 312-696-5002